

ADMINISTRATIVE LEGAL SECRETARY

DEFINITION: Under general supervision, performs work of considerable difficulty in performing highly specialized administrative and legal secretarial duties within the Office of the Attorney General requiring a high level of trust and confidentiality; prepares, organizes and monitors budget; exercises initiative, independent judgment and decision making; preserves confidentiality of sensitive information; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides and coordinates day to day operations and administrative office duties; acts as office manager for the Office of the Attorney General; supervises assigned legal support staff; assigns, monitors and evaluates work of assigned staff; ensures efficient operation of office and timely completion of projects; monitors administrative timelines for Conditions of Appropriations, quarterly reports, attorney audit letters and performance appraisals; composes and reviews legal correspondence, resolutions, agreements, legal pleadings, other legal documents and reports; reviews documents for accuracy, completeness and conformance with applicable rules and regulations, policies and procedures.

Receives and distributes incoming mail such as notice of suit, summons, labor commission notices, requests for services, signature approval sheets, financial documents and other requests requiring the approval and signature of the Attorney General or Deputy Attorney General; makes travel arrangements; prepares travel authorizations, trip itinerary and travel reimbursements; maintains calendar of the Attorney General's and Deputy Attorney General's appointments, meetings and interviews; prepares and finalizes compilation of attorney audit letters for submission to the auditors and contracts for review and signature; prepares and finalizes required reports for submission to the Office of the President and Vice President.

Participates in the development of budget and monitors expenditures; maintains records of restitution paid to the Navajo Nation from the United States Attorney's office, notifies appropriate Nation office awarded judgment of restitution; forwards check to the Office of the Controller for deposit; prepares and processes financial documents including requests for direct payment, purchase requisitions, receiving records and interdepartmental charge requisitions; maintains office records, files, legal documents, library materials and financial reports; independently coordinates and monitors defined projects and activities; receives and evaluates complaints and recommends appropriate course of action; answers telephone calls; assists the public with inquiries and information requests.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of legal terminology and legal principles, methods and procedures.

Knowledge of legal system, court procedures and dealing with law enforcement and other outside legal agencies such as the U.S. Attorney's Office and State Attorney Generals.

Knowledge of supervision, time management, training and performance evaluations.

Knowledge of legal office practices and procedures.

Knowledge of the operation of standard office equipment, including personal computer and related software applications.

Skill in the preparation of correspondence and memoranda.

Skill in establishing and maintaining effective working relationships.

Ability to maintain complex records and prepare accurate reports.

Ability to effectively monitor budget expenditures and prepare budget reports.

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Ability to assimilate departmental relationships and Nation programs to enhance the flow of work and coordination.

Ability to maintain a professional demeanor during stressful situations.

Ability to understand and follow oral and written policies, procedures and instructions.

Ability to maintain confidentiality and accuracy with highly sensitive information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Secretarial Science, Paralegal or closely related field; and five (5) years of progressively responsible work experience as a legal secretary.

PREFERRED QUALIFICATIONS:

- An Associate's in Business Administration.
- Two (2) of lead or supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.